

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

<p><b>DESCRIPTION OF POSITION</b></p>	<p><b>TITLE OF POSITION:</b> Records &amp; ID Officer Captain  <b>SALARY RANGE:</b> 628 48,382 – 64,578  <b>Department or Agency Name:</b> Corrections  <b>CLASSIFICATION CODE:</b> 02566300  <b>REFERENCE POSITION NO:</b> 1370-12900-00013  <b>APPLICATION PERIOD:</b> 8/11/09 to 8/17/09 (3 –Day grace – 8/20/09)  <b>Division/Section/Unit:</b> Institutions/Operations/Records &amp; ID  <b>Assignment(s)/Comments:</b>  <b>Shift and Days:</b> Monday thru Friday 2:00 PM to 9:00 PM <b>Job Location:</b> Records &amp; ID Unit  <b>Restrictions/Limitations:</b> RIBCO Members only (Inappropriate bids will not be acknowledged)  <b>Position Covered By Collective Bargaining Agreement:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>  <b>Name of Bargaining Unit:</b> RIBCO There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position. See A/B or Both for Specific Instructions          Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
<p><b>GENERAL INFORMATION TO CANDIDATE</b></p>	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.  <b>MOST IMPORTANT</b> - please include the following information:          ● The title of the position for which you are applying ● Name of department where you are currently employed          ● Title of your present position and date you entered it ● Your business telephone number          ● Date you entered State service ● Present Union Affiliation***          *** in certain agencies, bargaining union applications will receive preferential consideration according to contract.  <b>B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</b>          If indicated above that <b>no civil service list</b> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.  <b>C. AMERICANS WITH DISABILITIES ACT:</b>          ● <b>Reasonable Accommodation:</b>          If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.          ● <b>MEDICAL INFORMATION:</b>          Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p> <div data-bbox="1291 619 1523 751" style="border: 1px solid black; padding: 5px; text-align: center;"> <b>E-VERIFY PROGRAM EMPLOYER</b> </div>
<p><b>STATEMENT OF DUTIES</b></p>	<p><b>DUTIES / RESPONSIBILITIES:</b> To supervise and participate in the preparation, updating, and maintenance of manual and computer records of people committed to the Adult Correctional Institutions, to review records to determinate inmate status and ensure accuracy and completeness of files; and to do related work as required.</p>
<p><b>MINIMUM QUALIFICATION</b></p>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>          (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)  <b>Education:</b> Such as may have been gained through: graduation from a senior high school; and  <b>Experience:</b> Such as may have been gained through: employment in a position of the kind and level of a Correctional Officer including some experience in record keeping and identification for law enforcement purposes.  <b>Or,</b> Any combination or education and experience that shall be substantially equivalent to the above education and experience.  <b>Special Requirements:</b> Must have successfully completed the Rhode Island Department of Corrections Correctional Officer Training Academy Program</p>
<p><b>TO APPLY</b></p>	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.  <b>SEND RESUME OR CS-14 APPLICATION TO:</b>          Stacey Dussault          Jr. Resource Specialist          Office of Human Resources          39 Howard Avenue          Cranston, RI 02920          Phone: 401-462-5120          Fax: 401-462-2685          Email: stacey.dussault@doc.ri.gov          TTY/TDD #: 711          (Telecommunication Device for the Deaf)</p>